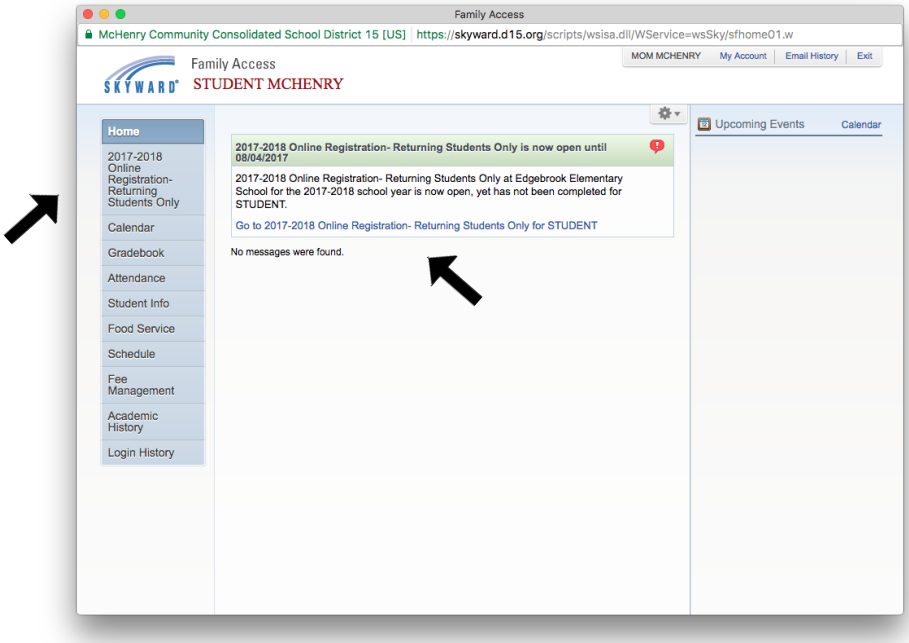
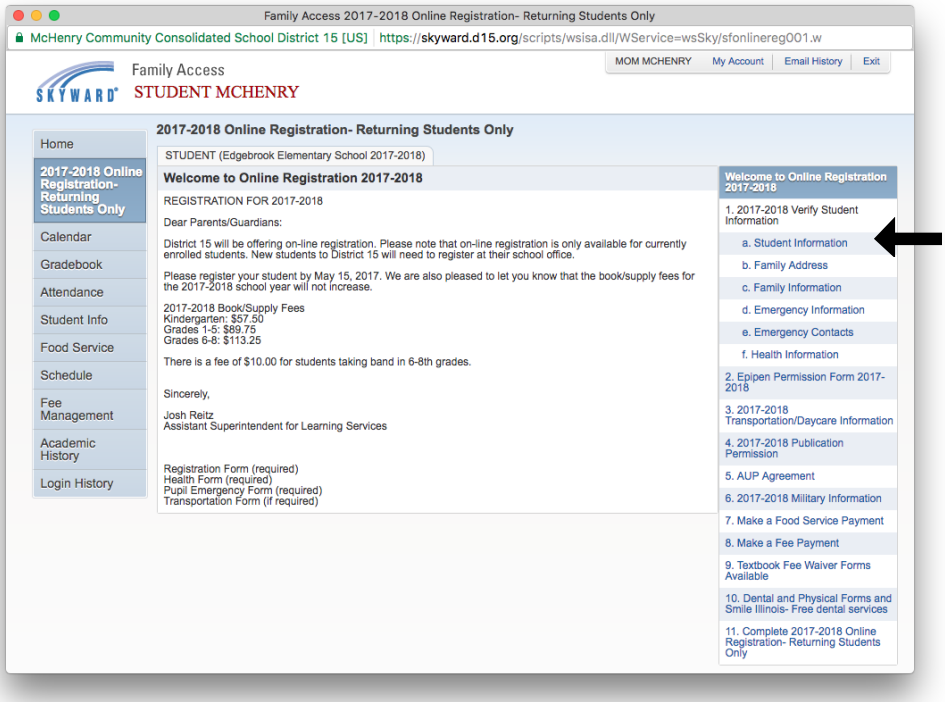
Step for Step Directions for the 2017-2018 Online Registration Process

Go to Skyward.d15.org and Log into Skyward Family Access

Click on link to open Online Registration

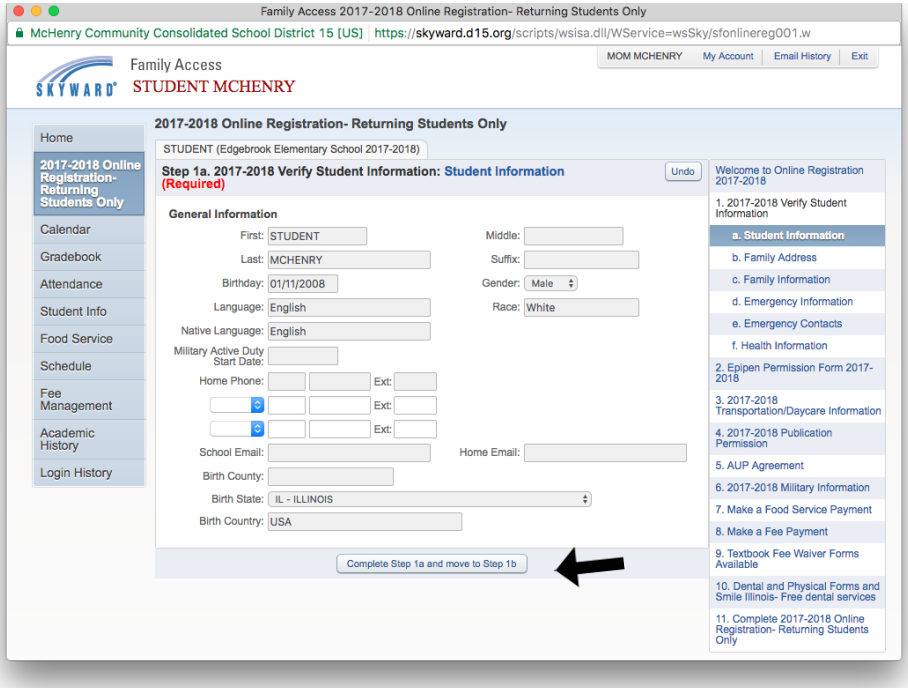


Start the process by clicking on the Student Information (a) tab

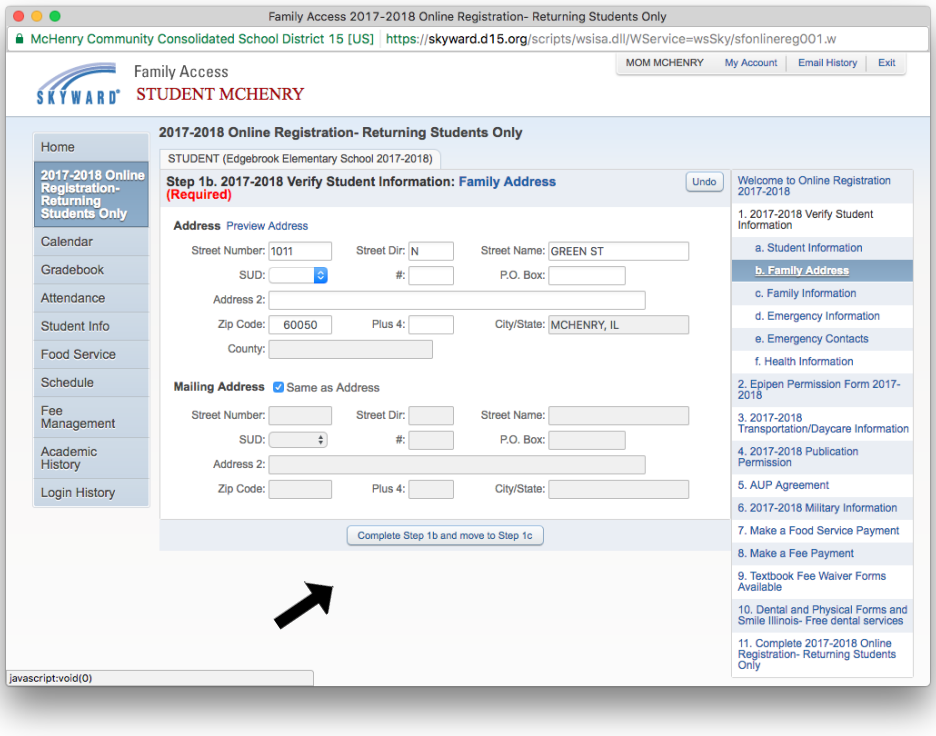


Once you have completed verifying the Student information, click on bottom button Complete Step 1a and move to Step 1b

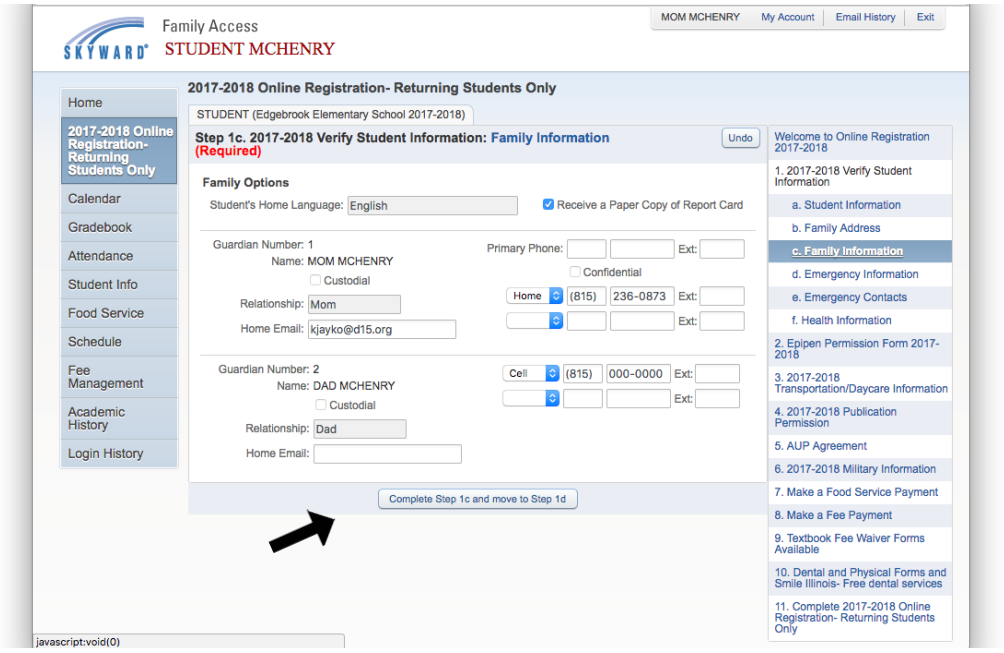
(If you can't see the bottom button check your screen size- may need to minimize)



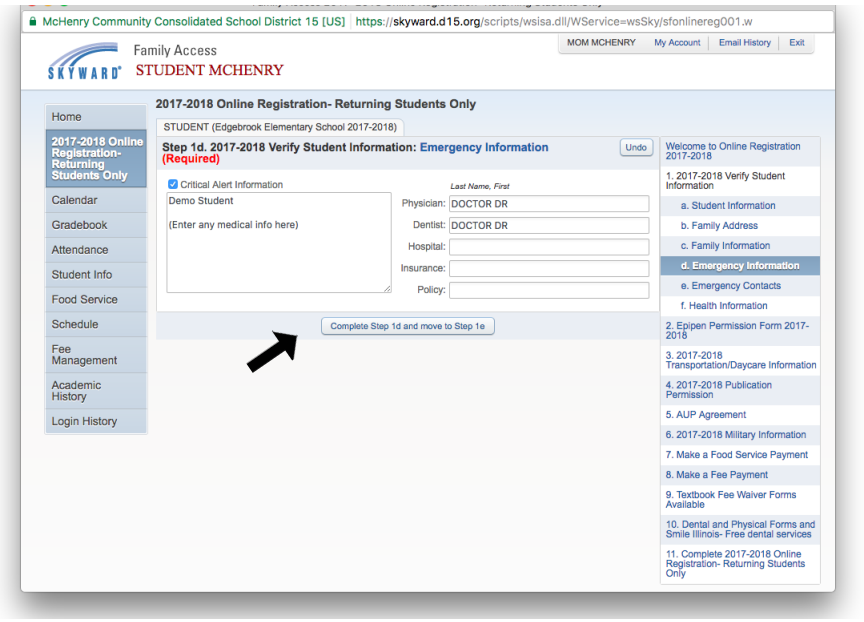
Continue verifying the information on Family Address Step 1b and click on complete Step 1b and move to Step 1c



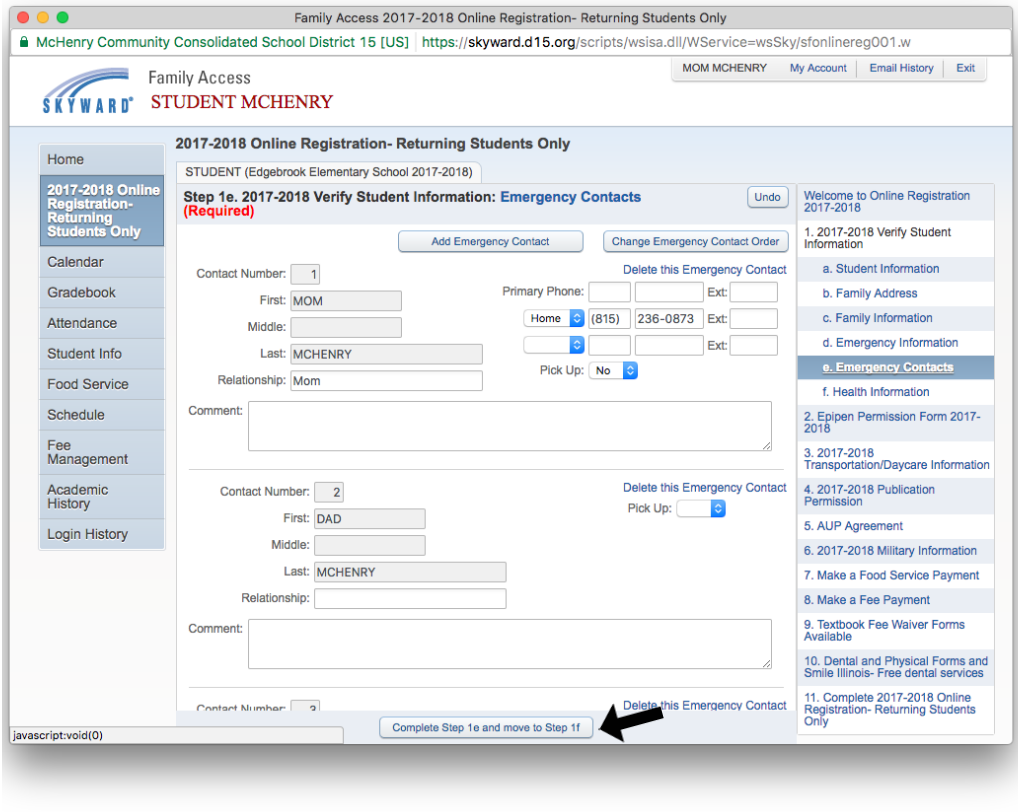
Continue to verify Family Information and Click on Complete Step 1c and move to Step 1d



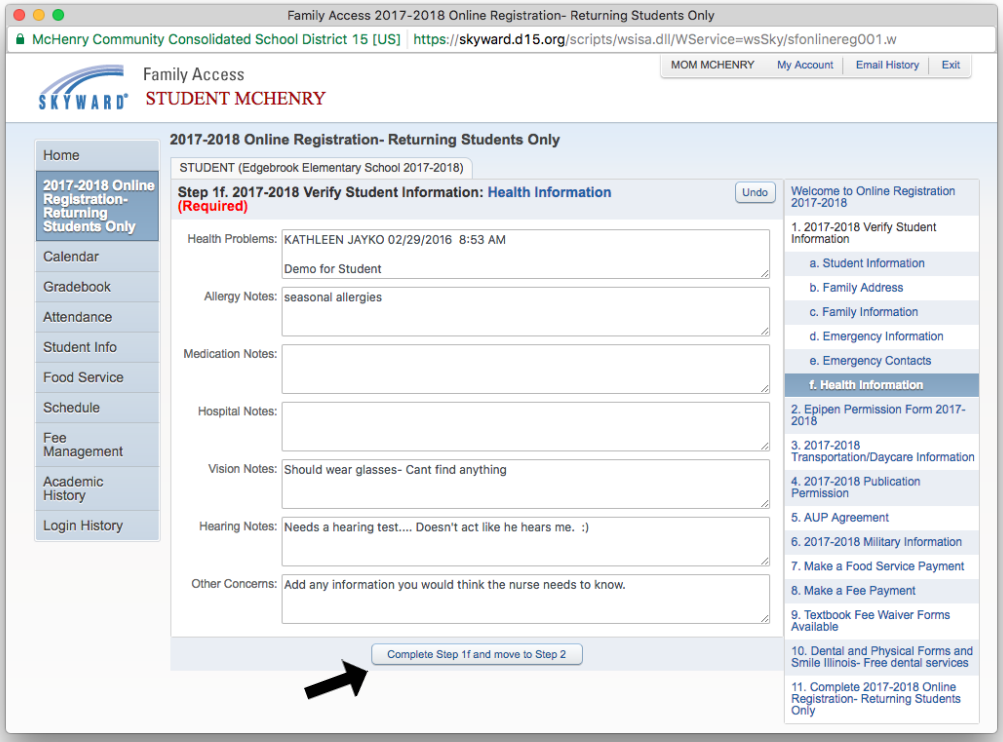
Verify your student's Emergency Information and click on Complete Step 1d and move to Step 1e



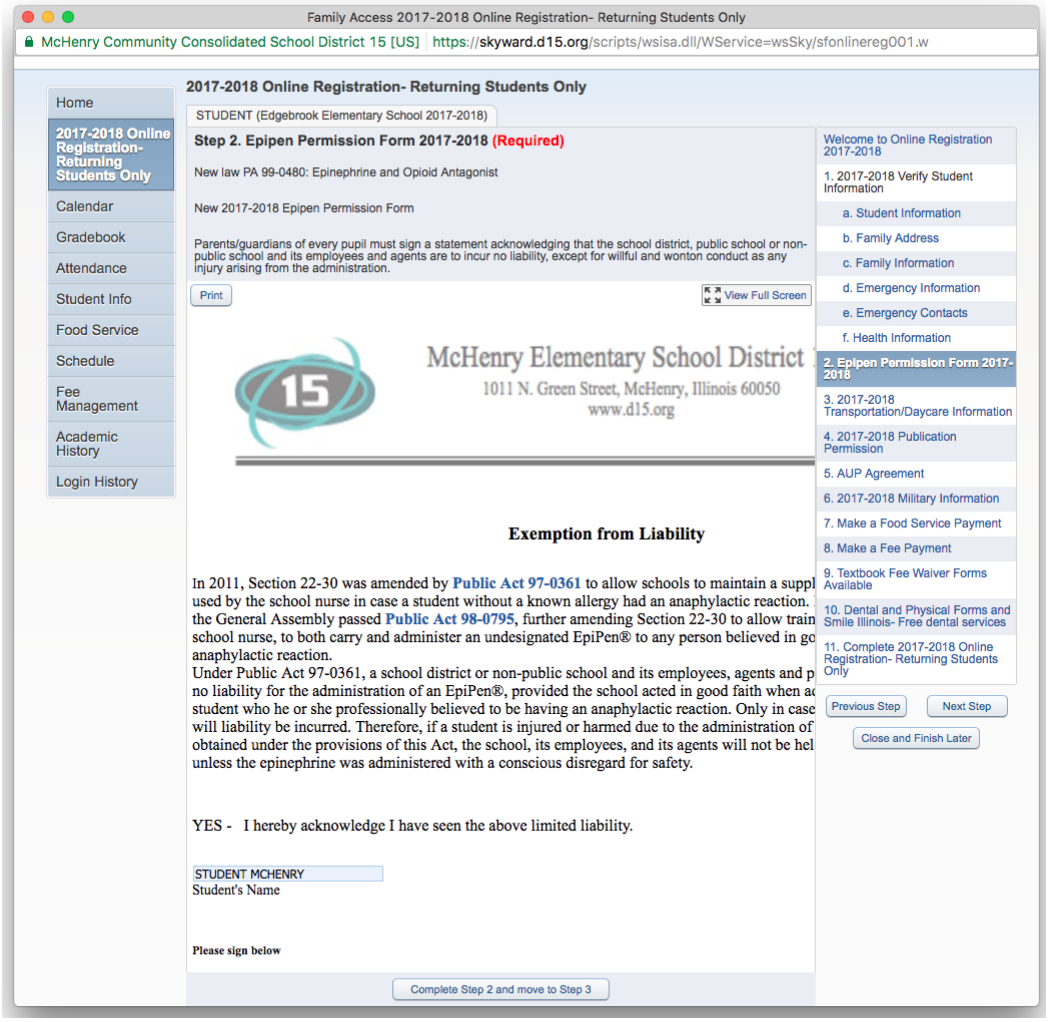
Verify Emergency Contacts. You can Add or Change Contact Order by clicking on the button. Once you are done, click on Complete Step 1e and move to Step 1f.



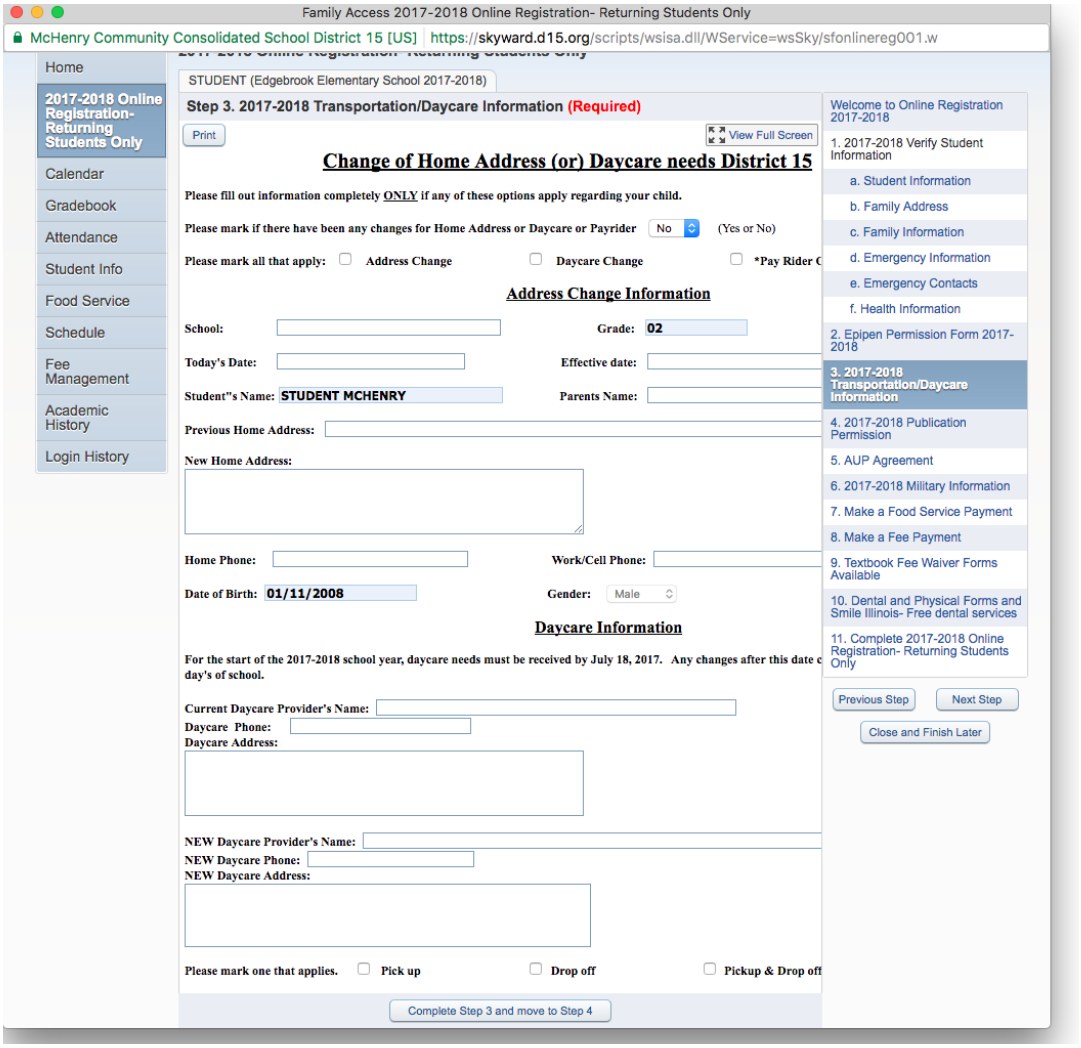
Verify all Health Information. You are able to type in the area if you need to add more information. Any changes that are requested by guardian has to be approved before it will be permanently changed in Skyward. When the change is approved, you will receive an email. When done, click on complete Step 1f and move to Step 2.



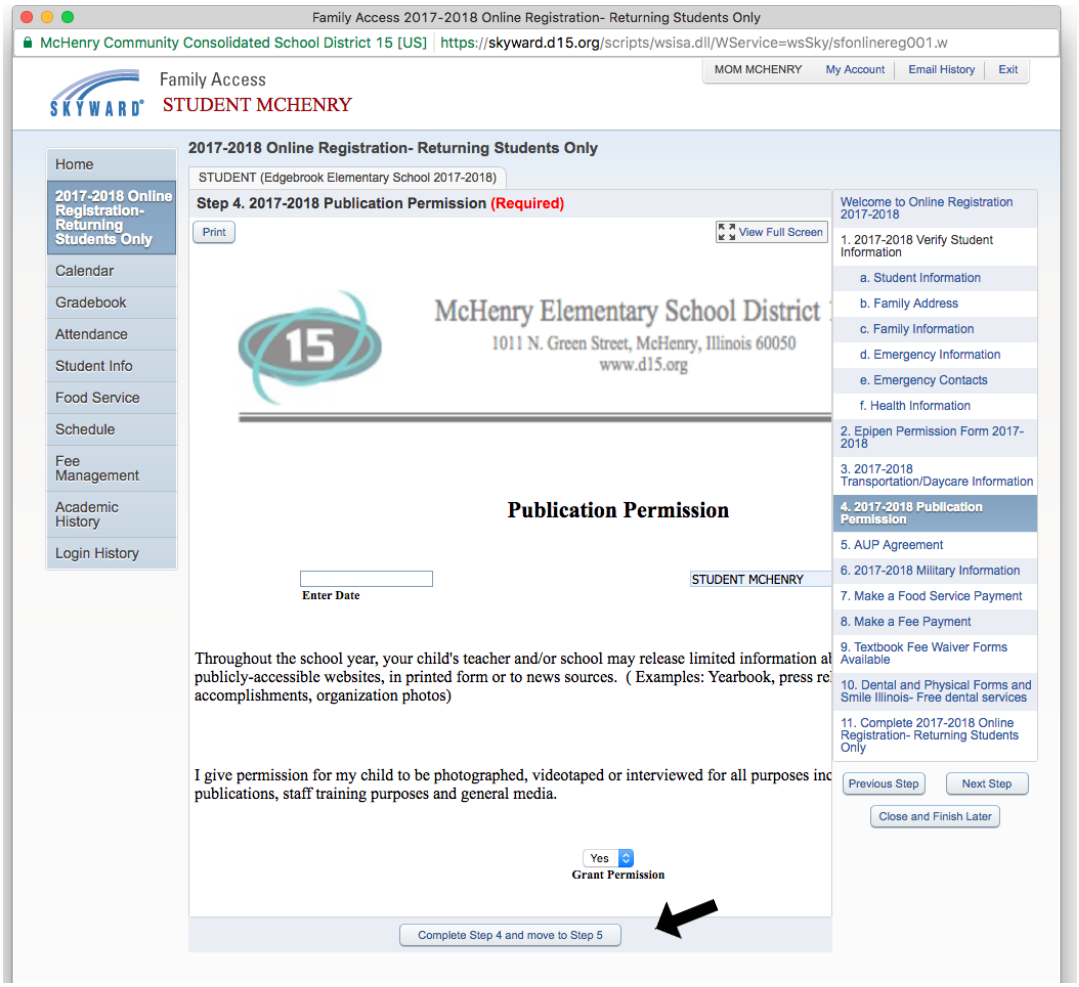
Step 2 Epipen Permission Form - Sign at bottom and click on complete step and move to Step 3



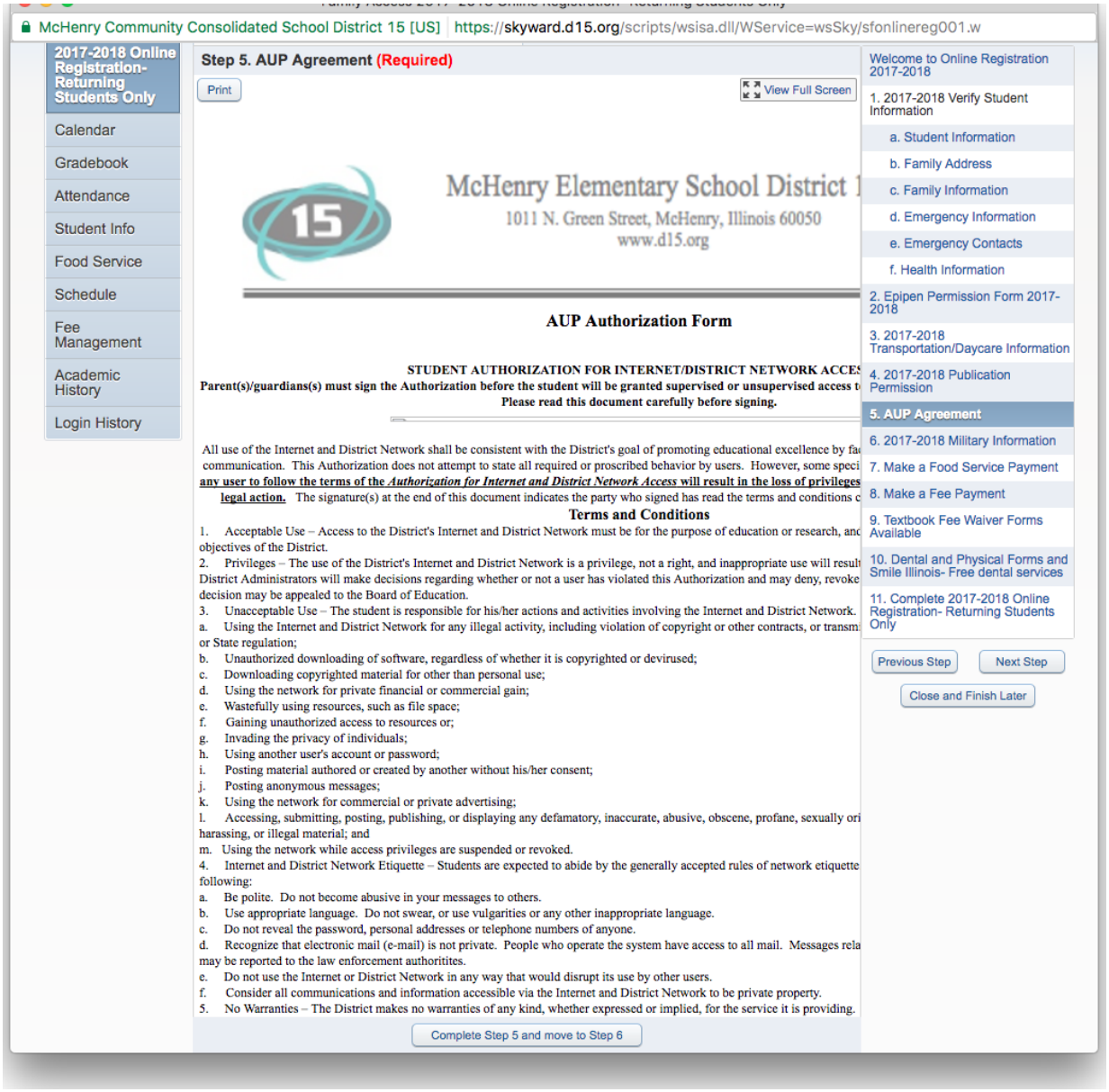
Step 3 Update Transportation/Daycare Information, You can click on View full screen to see the whole form or scroll down through the form. Once you are done, click on Complete Step 3 and move to Step 4.



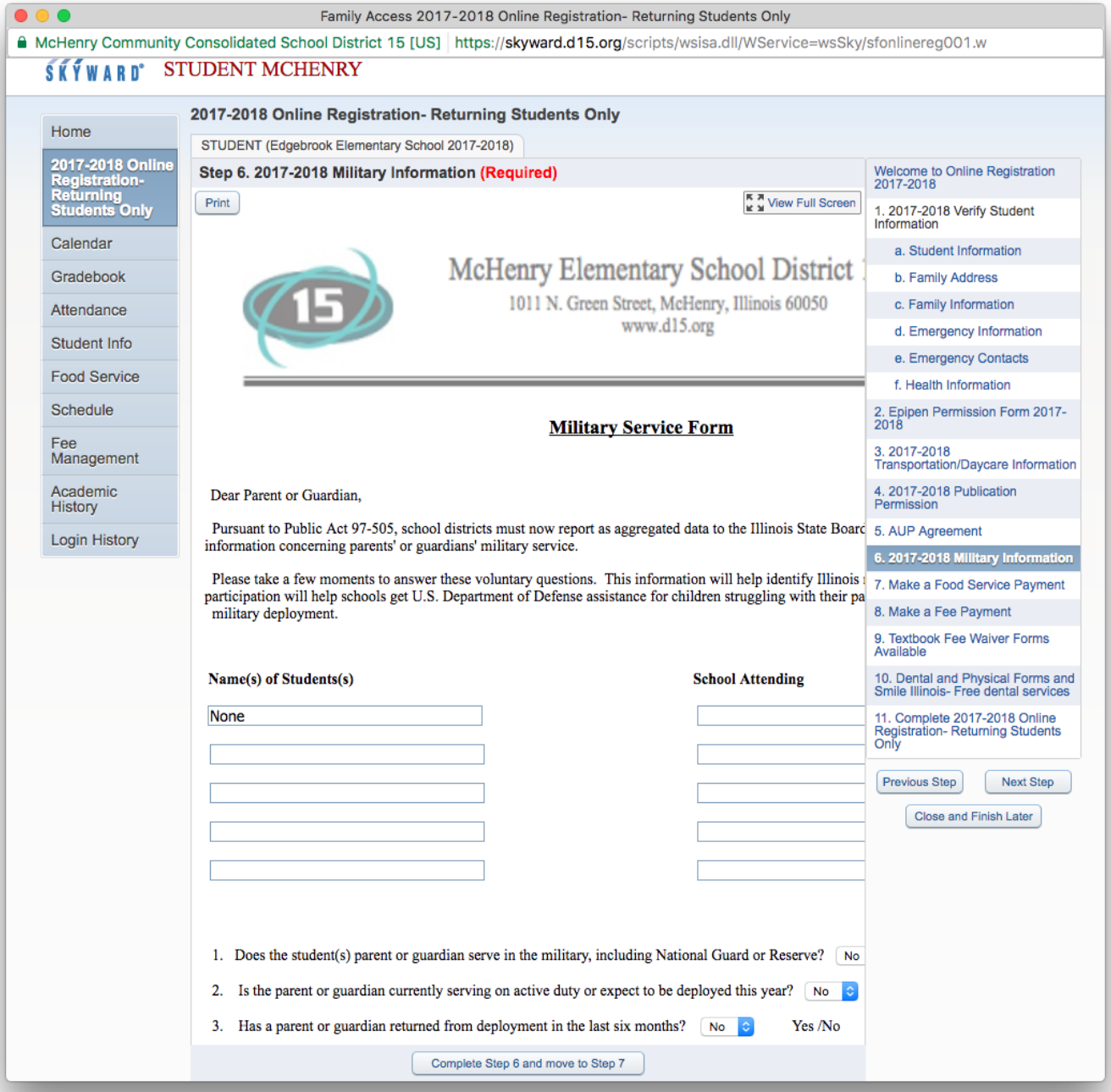
Step 4 Publication Permission Authorization Form. Please fill out and when done, click on Complete Step 4 and move to Step 5.



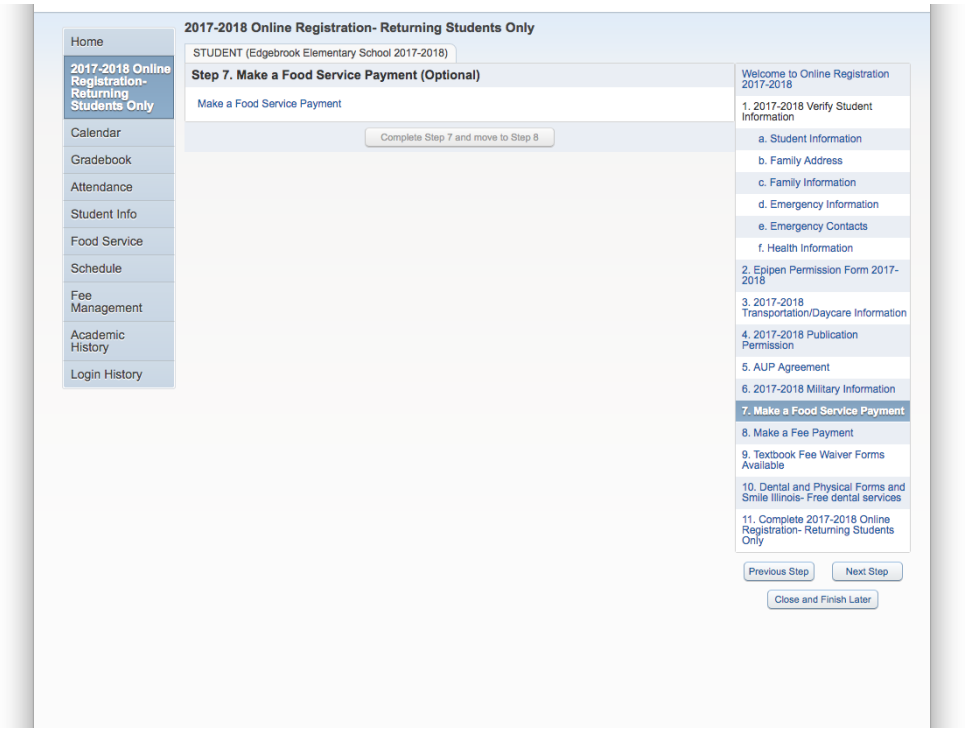
Step 5 AUP Authorization Form. Please read the form and fill out the bottom area. When done click on Complete Step 5 and move to Step 6.



Step 6 Military Information Please fill out information and click on Complete Step 6 and move to Step 7 at the bottom.

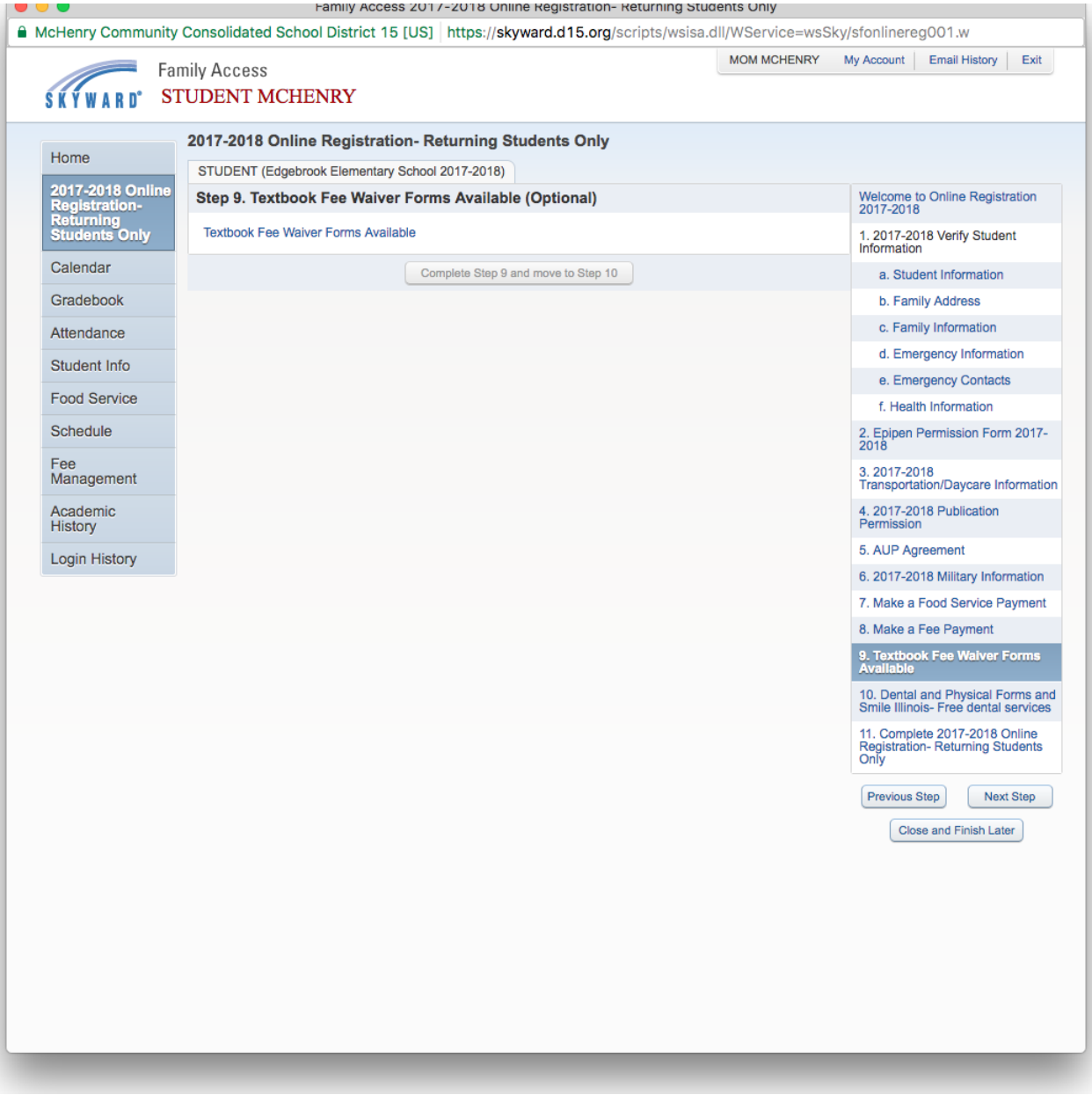


Step 7 Make a Food Service Payment Online (Optional- Payment online is optional for the registration process). <u>You have to click on Make Feed Service Payment Link</u> and just click back if you are not making a payment. Then click on Complete Step 7 and move to Step 8. If you don't click on the link, just click on the next step on the right side to continue.

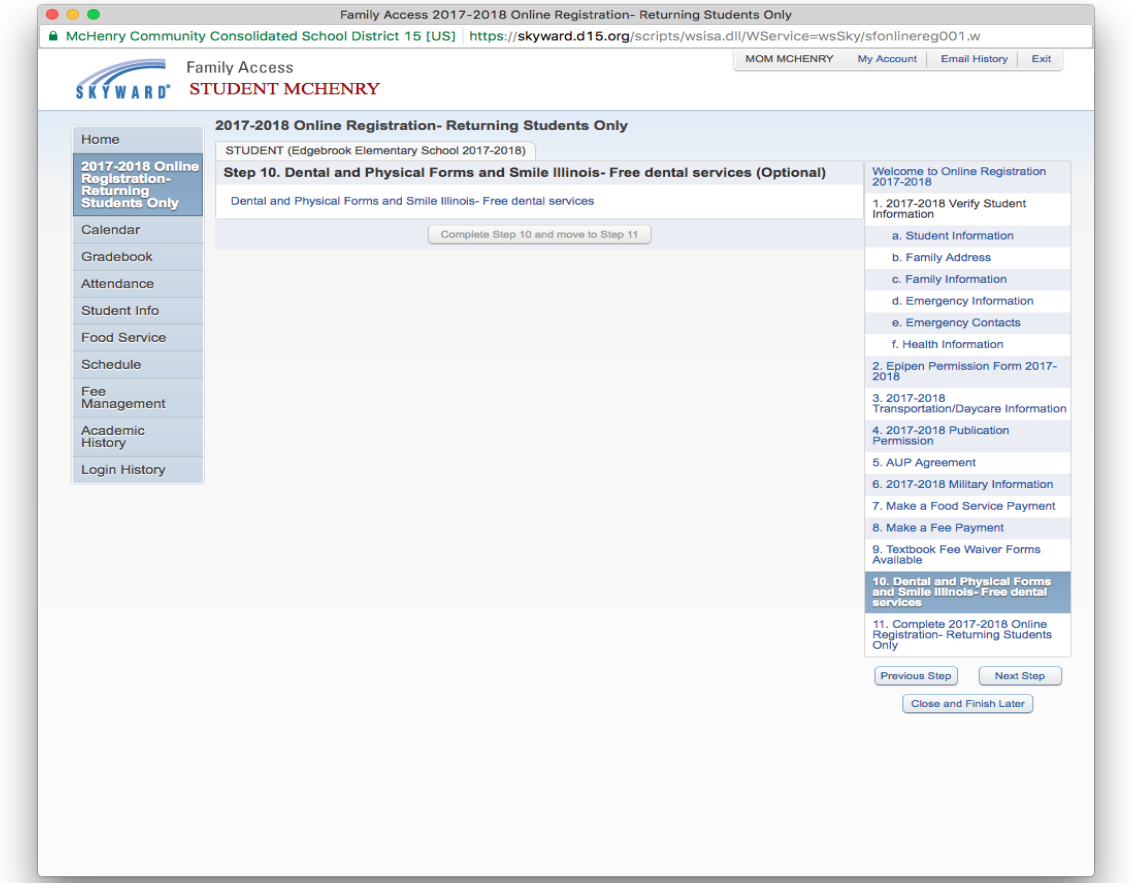


Step 8 Make a Fee Payment Online (Optional- Payment online is optional for the registration process).<u>You have to click on Make Feed Service Payment Link</u> and just click back if you are not making a payment. Then click on Complete Step 8 and move to Step 9. If you don't click on the link, just click on the next step on the right side to continue.

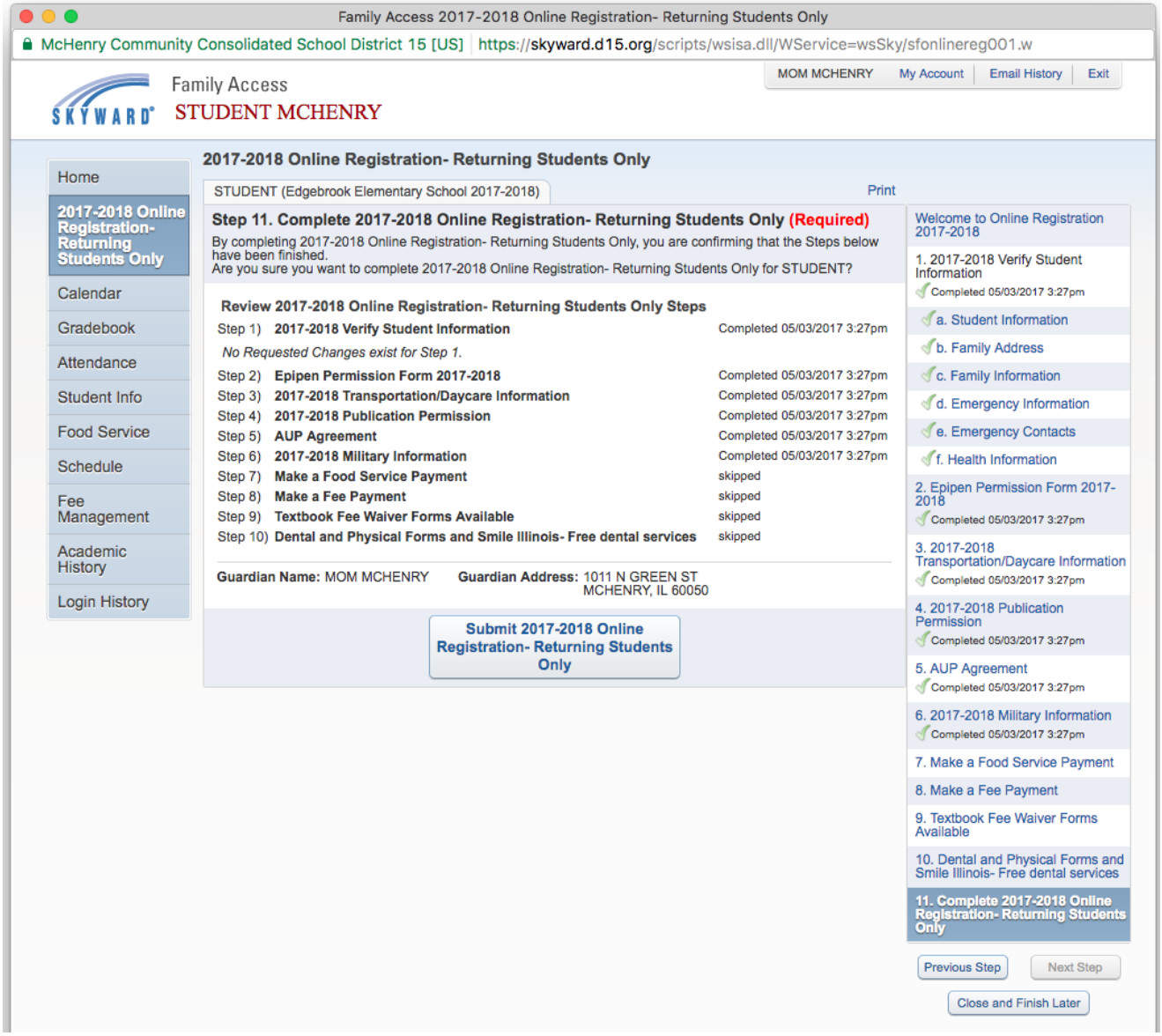
Step 9 (Optional) Textbook Fee Waiver Forms Available. Click on the link to access the Fee waiver form. This must be printed and filled out, and returned to the Central Office located at 1011 N. Green St., McHenry, IL. 60050 Continue to Step 10

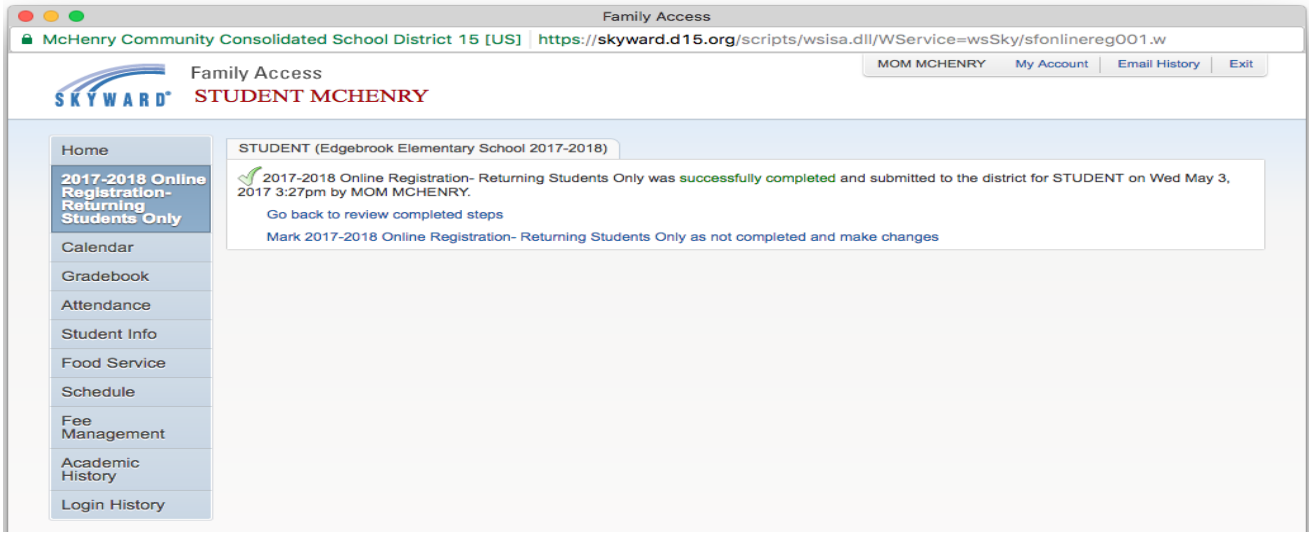


Step 10 Dental and Physical Forms and Smile Illinois. (Optional) Click on the link to access the Fee waiver form. This must be printed and filled out and returned to the school where the student will be attending for 2017-2018.



Check and make sure all steps have been completed. (Note steps on right side will have a check mark when completed) If not, click on the step on the right and click on the complete button on bottom. When all Steps have been completed, click on Submit 2017-2018 Online Registration- Returning Students Only button. You have now completed all the steps of registration.





After you have completed the Online Registration Process The guardian will receive an email stating you have completed registration and with any changes that were submitted.

Example of Email

do.not.reply@d15.org

to me

MOM MCHENRY,

2017-2018 Online Registration has been completed for this child. Please review the Steps below and contact your district school if there are any errors.

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Step 1) 2017-2018 Verify Student Information

No Requested Changes exist for Step 1

Step 2) Epipen Permission Form 2017-2018

Step 3) 2017-2018 Transportation/Daycare Information

Step 4) 2017-2018 Publication Permission

Step 5) AUP Agreement

Step 6) 2017-2018 Military Information

Step 7) Make a Food Service Payment

Step 8) Make a Fee Payment

Step 9) Textbook Fee Waiver Forms Available

Step 10) Dental and Physical Forms and Smile Illinois- Free dental services

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District: McHenry School District 15